

REPORT IDENTIFICATION

Report Title: **External Person Information Report**

Menu Path: **Human Resources >> SAP Learning Solution >> Information System
>> Reports >> Participation**

Trng Admin Portal **Learners >> Non LaGov Learners**

LaGov Trng Coord **Non LaGov Learners**

Non LaGov Trng **Learners**

Transaction Code: **ZP208**

REPORT UTILIZATION

Primary Use:

This report should be used to audit information entered on External Persons (Object Type H). By using the selection criteria, users can determine if an External Person already exists prior to creating a duplicate record.

Blank spaces on this report indicate an incomplete field.

Changes resulting from an Interface Run:

Obj Chg Dt reflects the date a new External person record was created or when the name associated with that record was last changed.

Info Chg Dt reflects the date master data on this record (other than Name) was added or changed.

Any changes made by the interface will have an ID = MAINTAIN01. Changes made by a Training Coordinator will reflect, instead, that person's H number.

To make it easier for you to find these changed or new records, we have created some Display Variants that apply a special sort function. Find the Display Variant field and using the drop down, select:

/ExtObjChg to find new records or name changes on records.

/ExtAddChg to find records that may have had a change to Job, for example, which may require that they be subscribed to a different Supervisory program.

REPORT SELECTION CRITERIA AND OUTPUT

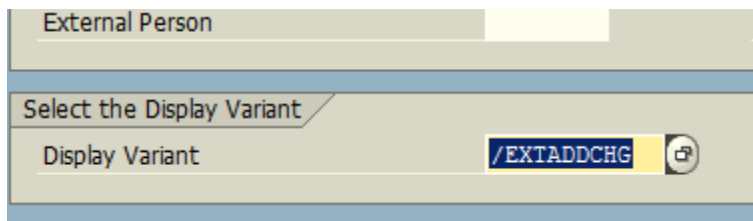
Selection Date:

From

Selection Screen:

Personnel Area
SSN (Last 4 digits)
Date of Birth (MMDD)
External Person

Select a Display Variant:



Report Output: (no display variant)

Personnel Area	Telephone Number
Start date	Job Title
End Date	Job Other
External Person Number	Supervisory Group
First Name	Note 1
Last Name	Note 2
Person Type	Comment
E-Mail Address	Work Parish Text

Hidden Fields:

Object Change Date	Race Code
Object Changed By	Employer
Information Change Date	House number/street
Information Changed By	City
Non-LaGov ID	Region
Person Type Code	Postal code
Contract Type	Fax number
Contract Type Code	Last 4 SSN
Adjusted Service Date	Date of Birth (MMDD)
Gender	Personnel Area Text
Gender Code	Job Code
Race	Work Parish Code

Report Output: (/EXTOBJCHG)

Object Change Date
 Object Changed by
 Information Change Date
 Information Changed by
 Personnel Area
 Start date
 End date
 External Person number
 First Name
 Last Name

Person Type
 E-Mail Address
 Telephone number
 Job Title
 Job Other
 Supervisory Group
 Note 1
 Note 2
 Comments
 Work Parish Text

Hidden Fields: (for /EXTOBHCHG variant)

Person Type Code
 Non-LaGov ID
 Contract Type
 Contract Type Code
 Adjusted Service Date
 Gender
 Gender Code
 Race
 Race Code
 Employer

House number/street
 City
 Region
 Postal code
 Fax number
 Last 4 SSN
 Date of Birth (MMDD)
 Personnel Area Text
 Job Code
 Work Parish Code

Report Output: (/EXTADDCHG)

Object Change Date
 Object Changed By
 Information Change Date
 Information Changed By
 Personnel Area
 Start date
 End Date
 External Person Number
 First Name
 Last Name

Person Type
 E-Mail Address
 Telephone Number
 Job Title
 Job Other
 Supervisory Group
 Note 1
 Note 2
 Comment
 Work Parish Text

Hidden Fields: (for /EXTADDCHG variant)

Person Type Code
 Non-LaGov ID
 Contract Type
 Contract Type Code
 Adjusted Service Date
 Gender
 Gender Code
 Race
 Race Code
 Employer

House number/street
 City
 Region
 Postal code
 Fax number
 Last 4 SSN
 Date of Birth (MMDD)
 Personnel Area Text
 Job Code
 Work Parish Code

SELECTION CRITERIA HINTS

The date parameters on this report evaluate effective date. This means that the selection of data is made based on what is active on the dates entered by the user.

Run this report with the **Last 4 digits of SSN** and **Date of Birth** to see if this information already exists for an External Person with the same First and Last name.

NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

Notes: Person Type:
01 – Classified
02 – Unclassified
03 – Contractor
04 – CPTP Fee Basis
05 – Other

Definitions: The fields for **Object Change Date** and **Object Changed by** reflect the latest update to that external person name record. The fields for **Information Change Date** and **Information Changed by** reflect the latest update to that external person additional information record. Changes with the Changed by name **MAINTAIN01** were uploaded from the monthly Interface file. Other Changed by names will reflect the User that made the change.

References: [Tips and Standard Reporting Information](#)